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APPLICATION FOR RECORDS RETENTION SCHEDULE

Georgia Department of Labor  
Employment Security Agency  
Administrative Services Division  
Records Management and Controls

**INSTRUCTIONS:** The Records Management Officer of the Agency's Records Management and Controls Unit will be of assistance in completing this form. After Division Director/Designee has signed the form, forward original to Administrative Services Division, Records Management and Controls, 130 Memorial Drive, S. W., Atlanta, Georgia 30303. Attention: Records Management Officer

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 3/26/82	1. Agency Address Georgia Department of Labor Employment and Training Division CETA Training Section 501 Pulliam Street, S.W., Room 350 Atlanta, Georgia 30312	Application Number <b>75-98-A</b>	
Application Number DL - 020		Date Received MAY 6 1982	Date Completed MAY 19 1982
2. Person to Contact Billy J. McLeod		Working Title State Employment Section Supervisor	Telephone Number 656 - 3166
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>75 - 98</u> Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 7/74	5. Records Series Title (followed by title used in office, if different) Comprehensive Employment and Training Act (CETA) Classroom Training Project File		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  The Employment and Training Division under the general administrative direction of the Deputy Director, Employment Security Agency, is responsible for the development, implementation and supervision of CETA Programs.  The CETA Training Section reviews requests for training and prepares contracts for funding of projects, interprets and releases to staff and local offices any changes in procedures.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: Development and funding training projects in compliance with the Comprehensive and Training Act (CETA) of 1978.  Included are: Information describing the training facilities, the type of training offered and the budget submitted for operating these facilities.  Forms included: Application for Institutional Training Project (CETA form 202); CETA Vocational Education Project Operating Plan (CETA Form 0526); and Related correspondence.  File is arranged: Geographically by area; thereunder numerically by project number.			
8. Monthly Reference Rate One to six months old <u>0</u> ; Seven to twelve months old <u>2</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

(Over)

ESA-144 (3/80)  
(AR-50-71)

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Georgia Code 54-237(1) and 54-642.1
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? GSES training area office; partial duplication Ga. Dept. of Education.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |              |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need            | _____ years. |
| c. Federal Law           | 3 years.     | f. Federal retention instructions | 3 years.     |

Attach copy or excerpt of laws or regulations. Explain administrative need.

P.L. 95-524 (CETA) dtd 10/27/78, Sections 103(a)(11) and 133(a)(1);

41 CFR 29-70.203-2, 29-70.203(b), 29-70-203b-1 and 29-70.203b-2;

GDOL Administrative Procedures Manual Part II, Section 11716.01.

Records to be available to Sectary of Labor for litigations, audits and claims.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then.

- ☒ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 2 year(s); then
- ☒ Destroy. Destroy on the satisfactory completion of all audit requirements, claims, and litigation.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

TRAINING ALLOWANCE PRINTOUT: Hold in current files area until updated report is received, then destroy.

These instructions apply to all prior and future accumulations of the series.

Division Director/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Howard L. Smith</i>	4-2-82	<i>William Johnson</i>	5-3-82
ESA Director (Signature)	Date	State Records Committee (Signature)	Date
<i>Walter Brown</i>		<i>Michael V. Brown</i>	5-3-82
State Auditor/Designee			
<i>J. H. Smith</i>			
Secretary of State/Designee			
<i>Carroll Hart</i>			
Attorney General/Designee			
<i>Samuel Huggins</i>			

Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
1

1. Application Date <b>3-17-75</b>	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. <b>DL-020</b>		Date Received <b>MAR 19 1975</b>	Application No. <b>75-98</b> Date Completed <b>APR 15 1975</b>
3. AGENCY, Division, Subdivision & Administering Office Address <b>Department of Labor Manpower Programs Operations Division CETA Training Section 501 Pulliam St., S. W., Room 350 Atlanta, Georgia 30312</b>		4. Person to Contact <b>W. Fred Orr</b>	
		5. Working Title <b>Proj. Dev. Coord.</b>	6. Tel. No. <b>656-3166</b>

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series <b>July 1974 - Present</b>	9. Exact Series Title <b>COMPREHENSIVE EMPLOYMENT AND TRAINING ACT (CETA) CLASSROOM TRNG. PROJ. FILE</b>
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10. What is the function of the office in which this record series is created?

The Manpower Programs Operations Division under the general administrative direction of the Deputy Director for Manpower, Employment Security Agency, is responsible for the development, implementation and supervision of manpower programs.

CETA Training Section - Reviews requests for training and prepares contracts for funding of projects, prepares monthly report for all allowance payments, interprets and releases to staff and local offices any changes in procedures.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: Developing and funding training projects in compliance with the CET Act of 1973.

Included are: Information describing the training facilities, the type of training offered, and the budget submitted for operating these facilities. Forms included are Application for Institutional Training Project Under the Comprehensive Employment and Training Act of 1973 (CETA Form 202), Notification of Occupational Training Needs Under the CETA of 1973 (CETA Form 201), CETA Vocational Education Project Operating Plan (no form #), Weekly Trainee Selection Progress Reports (no form no.), and related correspondence.

File is arranged: Geographically by area; thereunder numerically by project number.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records		
Letter-size File Drawers	1	1.5		1	1.5		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)			
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years
				4	1	0	0

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain.

- |   | YES | NO  |
|---|-----|-----|
| 13. Is this the Record Copy of the series?  | [X] | [ ] |
| 14. Is there a duplication of this series in another office or agency?<br>GSES training area office; partial duplication Georgia Department of Education  | [X] | [ ] |
| 15. Is the information contained in this series ever summarized or published?<br>Attach copy of summary or publication.   | [ ] | [X] |
| 16. Does the series contain classified information requiring security handling?   | [ ] | [X] |
| 17. Does the series initiate, amend or terminate agency policies and procedures?  | [ ] | [X] |
| 18. Could the function be performed if the files were lost or destroyed?  | [X] | [ ] |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why?  | [ ] | [X] |
| 20. Does the record series provide data as input to an EDP file?  | [ ] | [X] |
| 21. Does the record series contain documentation produced as EDP printout?<br>Printouts received about training pay allowances from information fed into the computer.  | [X] | [ ] |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? Employment Security Manual, Part I, Chapter 11700 and Agency Administrative Procedures Manual, Part II, 11716.01 | [X] | [ ] |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what?   | [ ] | [X] |

24. **REQUIREMENTS.** The following requires the files to be kept 3 yrs. following final action on project years: (final action is the 6-month follow-up on trainee)

a. [ ] STATE LAW    b. [ ] STATUTE OF LIMITATION    c. [ ] AUDIT PERIOD    d. [X] FEDERAL LAW    e. [ ] ADMINISTRATIVE DECISION    f. [ ] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Administrative Procedures Manual - Part II, 11716.01

"CETA records become obsolete 3 years from date of last action taken on project."

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each - [ ] CALENDAR YEAR - [ ] FISCAL YEAR - [X] OTHER See below, then:

Upon completion of 6-month follow-up of all trainees, transfer to inactive file.

Cut-off inactive file at end of each fiscal year; hold in current files area 1 year; then

CET Section (Central Office) file: Transfer to State Record Center; hold 2 years; then destroy.

District Office File: Transfer to local holding area; hold 2 years; then destroy.

Training Allowance Printout: Hold in current files area until up-dated report is received; then destroy.

\* Note: Do not destroy until Federal audit has been completed.

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>John C. Crowl</i>	3-17-75	<i>J. O. Calcutt</i>	3-17-75
26. Recommendations in paragraph 25 are:	Agency Head/Designee [X] Approved [ ] Disapproved	<i>William H. Dyer</i>	4-14-75
	State Auditor/Designee [X] Approved [ ] Disapproved	<i>Carroll Hart</i>	4-11-75
	Secretary of State/Designee [X] Approved [ ] Disapproved	<i>P. M. D. Sherr</i>	4-14-75
	Attorney General/Designee [X] Approved [ ] Disapproved		

STATE RECORDS  
COMMITTEE